

# APPENDIX I

## PERSONNEL ADMINISTRATION REFERENCE INDEX

This appendix shows a sample of the topics and associated references listed in the Personnel Administration Reference Index, published annually in the *Navy Leader Planning Guide*, NAVPERS 15255R. The actual index consists of approximately six pages of topics and references that may be of interest or use to you. Most of the reference numbers will remain the same over time; however, they are subject to change. Therefore, be sure to check the current *Department of the Navy Directives Assurance System Consolidated Subject Index*, NAVPUBINST 5215.1, for the latest edition or change to any reference you may need to use.

\*SYMBOL DENOTES NAVY PUBLICATION/HANDOUT

| SUBJECT   | REFERENCE           | SUBJECT  | REFERENCE          |
|---|---------------------|--|--------------------|
| ABBREVIATIONS   | NMPCINST 2340.1D    | AVIATION OFFICER CANDIDATE (AOC) PROGRAM                                   | MILPERSMAN 6610360 |
| "A" SCHOOLS   | ENLTRANSMAN 7       |  | OPNAVINST 1120.2A  |
|   | BUMEDINST 1510.31   |  | NMPCINST 1120.35   |
| ABSENTEES   | MILPERSMAN 3430100  | AWARDS   | MILPERSMAN 3410200 |
|   | through             |  | SECNAVINST 1650.1  |
|   | MILPERSMAN 3430300  |  |                    |
| ACCIDENTS   | MILPERSMAN 4210100  | BALLOTS (Absentee)   | MILPERSMAN 6210220 |
|   | OPNAVINST 3750.6    | BACHELOR QUARTERS  | OPNAVINST 11103.1  |
|   | OPNAVINST 5100.8    |  | OPNAVINST 11103.2A |
|   | OPNAVINST 5100.12   |  | OPNAVINST 11103.3  |
| ACTIVE DUTY AGREEMENTS<br>(Reservists and Inductees)            | MILPERSMAN 1050200  | BASIC ALLOWANCE FOR QUARTERS (BAQ)   | MILPERSMAN 2640200 |
| ACTIVE DUTY BASE DATE   | MILPERSMAN 3840200  |  | MILPERSMAN 2650140 |
|   | MILPERSMAN 5030460  |  | MILPERSMAN 2650160 |
| ADVANCE PAY   | MILPERSMAN 2650100  |  | PAYPERSMAN 3-25    |
|   | MILPERSMAN 2650120  |  | DODPM 30201        |
| ADVANCED EDUCATION PROGRAM                                      | OPNAVINST 1520.30   | BASIC ALLOWANCE FOR SUBSISTENCE (BAS)                                      | MILPERSMAN 2640100 |
| ADVANCED ELECTRONICS FIELD/ADVANCED<br>TECHNICAL FIELD PROGRAMS | MILPERSMAN 1050310  |  | PAYPERSMAN 3-1     |
| ADVANCEMENT IN RATE   |                     |  | DODPM 30101        |
| Active/Inactive   | NMPCINST 1420.16    | BASIC SKILLS IMPROVEMENT (Enlisted)  |                    |
| Bibliography  | NAVEDTRA 12052      | Academic Remedial Training (ART) Program                                   | OPNAVINST 1510.11  |
| List of Courses   | NAVEDTRA 12061      | Job Oriented Basic Skills (JOBS) Program                                   | OPNAVINST 1510.11  |
| Occupational Standards  | *NAVPERS 18068      | Fundamental Skills Program   | OPNAVINST 1500.45C |
| Recommendation for  | MILPERSMAN 3410150  |  | OPNAVINST 1510.11  |
| Rating Entry  | OPNAVINST 1430.5    | Bibliography for Advancement Study   | CNETINST 1560.3    |
| Specific Cycle  | BUPERSNOTE 1418     |  | NAVEDTRA 10052     |
| After Reduction in rate   | MILPERSMAN 2230200  | BLOOD BANKS  | BUMEDINST 6530.12  |
| AFHPS PROGRAM   | SECNAVINST 1520.8   | BLOOD PROGRAM  | OPNAVINST 6530.2   |
| AGE LIMITATION  | MILPERSMAN 1020100  | BOARD FOR CORRECTION OF NAVAL RECORDS                                      | MILPERSMAN 5040200 |
|   | MILPERSMAN 1030350  | BONUS (Reenlistment)   | OPNAVINST 1160.6   |
| AIRCREWMAN PROGRAM  | ENLTRANSMAN 9.12    | Entitlement  | DODPM 10911        |
| AIR TRANSPORTATION  | NMPCINST 4650.14    | Recoupment   | DODPM 10941        |
| AIR FORCE APPOINTMENTS  | MILPERSMAN 3840320  | BRIGS  | MILPERSMAN 1850100 |
|   | MILPERSMAN 3850220  |  | MILPERSMAN 1850200 |
|   | MILPERSMAN 6620120  |  | SECNAVINST 1640.9A |
| ALIENS  |                     | BROADENED OPPORTUNITY FOR OFFICER<br>SELECTION AND TRAINING (BOOST)        | OPNAVNOTE 1500     |
| Marriage  | MILPERSMAN 6210160  |  | MILPERSMAN 1020360 |
| Naturalization  | MILPERSMAN 6210180  | BROKEN SERVICE   | MILPERSMAN 1020330 |
| ALCOHOLISM/ALCOHOL ABUSE  | MILPERSMAN 3820184  |  | MILPERSMAN 1040300 |
|   | OPNAVINST 5350.4    |  |                    |
| Military or DON Civilian Personnel                              | SECNAVINST 5300.28  | BUPERS - SEE NAVAL MILITARY PERSONNEL<br>COMMAND (NMPC)                    |                    |
| ALLOTMENTS  |                     | CAREER COUNSELOR PROGRAM   |                    |
| Designation of Recipients                                       | MILPERSMAN 5030240  | Assignment   | ENLTRANSMAN 9.09   |
| Guidelines  | MILPERSMAN 6210120  | Career Counseling and Retention Team Manual                                | *NAVPERS 15878     |
| Modification of   | MILPERSMAN 4210260  | CAREER PLANNING (Officer)  | *OPNAV 13-P-1      |
| ASSIGNMENT OF OFFICER FOR MEDICAL<br>TREATMENT                  | MILPERSMAN 1810520  | CAREER REENLISTMENT OBJECTIVES PROGRAM<br>(CREO)                           | OPNAVINST 1160.4   |
| ATTACHE DUTY  | ENLTRANSMAN 4, 9.19 | CASUALTIES   |                    |
| AUTOMOBILES   |                     | Casualty Assistance Calls Program (CACP)                                   | MILPERSMAN 4210160 |
| Insurance   | MILPERSMAN 6230160  |  | NMPCINST 1770.1    |
| Registration and Marking  | OPNAVINST 5560.10   | CENSORSHIP   | OPNAVINST 5530.1   |
|   | SECNAVINST 1740.2B  | CIVILIAN HEALTH AND MEDICAL PROGRAM OF<br>THE UNIFORMED SERVICES (CHAMPUS) | *NAVPERS 15878     |
| Shipment  | MILPERSMAN 6810110  |  |                    |
| Travel under orders   | MILPERSMAN 1810320  |  |                    |
| AVAILABILITIES  | ENLTRANSMAN 20      |  |                    |



## APPENDIX II

# ORGANIZATIONAL AND ADMINISTRATIVE REFERENCE LIST

The following list provides titles of references that are useful for the organizational and administrative areas shown.

### BILLS

Cold Weather Handbook  
Command Administrative Inspection Guide for Ships  
EIMB–Electronics Installation and Maintenance Book  
Electrical Shock, Its Cause and Prevention  
Electronic Test Equipment Calibration Indoctrination Program  
EMO's Guide to Shipboard Electronic Interference Control (SEMCIP)  
List of Training Manuals, Correspondence Course, and Personnel Qualification Standards (PQS)  
Navy Occupational Safety and Health Manual  
PQS Manager's Guide  
Preparation for Overseas Movement (POM) Guide  
Safety Precautions Afloat  
Security Manual for Classified Information  
Shipboard Electronics Material Officer  
Shipboard Non-Tactical ADP Program H (SNAP II) System Management  
Ship Exercises (U) FXP-3  
Standard Organization and Regulations for the U.S. Navy  
TACAN Flight Inspection Manual  
TRALANT/TRAPAC TRE Check List  
U.S. Navy Regulations, 1978  
3-M Inspection Policies, Procedures and Criteria  
3-M Manual, Ships  
XXXX Class Combat Systems Doctrine

### CASUALTY CONTROL MANUAL

Central Dry Air System, Surface Ship  
Combat Systems Training Requirements Manual  
EIMB–Electronics Installation and Maintenance Book

Electronic Radiation Hazards  
Hazardous Material Information System (HMIS)  
List of Items Requiring Special Handling (LIRSH)  
NAVSHIP Technical Manual  
Safety Precautions Afloat  
Shipboard Electronics Material Officer  
Ship Exercises (U) FXP-3  
Ship Safety Bulletin  
Standard Organization and Regulations of the U.S. Navy

#### DIVISION ORGANIZATION MANUAL

Bibliography for Advancement Examination Study  
Combat Systems Training Requirements Manual  
Command Administrative Inspection Guide for Ships  
Consolidated List of Recurring Reports  
Master Training Plan  
SCLSIS Manual  
Security Manual for Classified Information  
Shipboard Electronics Material Officer  
Standard Organization and Regulations of the U.S. Navy  
3-M Manual, Ships  
3-M Notes/Memoranda

#### ELECTRONICS ORGANIZATION MANUAL

Combat Systems Technical Operating Manual (CSTOM)  
Combat Systems Training Requirements Manual (CSTRM)  
Command Administration Inspection Guide for Ships  
EIMB-Electronics Installation and Maintenance Books  
Electrical Shock, Its Cause and Prevention  
Electromagnetic Radiation Hazards  
NAVSHIPS Technical Manuals  
Safety Precautions Afloat  
Security Manual for Classified Information  
Ship Exercises (U) FXP-3  
SPETERL  
Standard Organization and Regulations of the U.S. Navy  
TRALANT/TRAPAC TRE Check List

3-M Manual, Ships

3-M Notes/Memoranda

XXXX Class Combat Systems Doctrine

EQUIPMENT-COMMUNICATIONS/RADAR/NAVIGATION/  
ELECTRONICS WARFARE/NAVAL TACTICAL DATA SYSTEM

DECCA Navigation System, Policy for Installation Approval

EIC-Equipment Identification Code Master Index

EIMB-Electronics Installation and Maintenance Books

Federal Supply Code for Manufacturer's (FSCM)

Individual Equipment Technical Manuals

MIAPL-Master Index of Allowance Parts List

Nomenclature Assigned to Naval Electronics Equipments

Security Classification and Cognizant Activity of Electronic Equipment

SCLSIS

Shipboard Electronics Material Officer

Shipboard Non-Tactical ADP Program II (SNAP II) System Management

Standard General Purpose Electronic Test Equipment

Test Equipment Index

TACAN Flight Inspection Manual

3-M Notes/Memoranda

INSPECTION/REVIEWS

Atlantic Fleet Mobile Technical Units (MOTUs)

Combat Systems Readiness Review (CSRR)

Combat Systems Ship Qualification Trials (CSSQT)

Command Administrative Inspection Guide for Ships

Installation Criteria for Shipboard Secure Information Processing

NAVSHIPS Technical Manuals

Shipboard Electronics Material Officer

Ship Exercises (U) FXP-3

Recurring INSURV Deficiencies Catalog (RIDCAT)

Standard Organization and Regulations of the U.S. Navy

TACAN Flight Inspection Manual

TRALANT/TRAPAC TRE Check List

Trials and Associated Inspections of Surface Ships

3-M Inspection Policies, Procedures and Criteria

3-M Maintenance, Material, Management Reports

## NOMENCLATURE

EIC-Equipment Identification Code Master Index

EIMB-Electronics Installation and Maintenance Books

Federal Supply Code for Manufacturer's (FSCM)

Index to Electronic Equipment Installation Control Drawings

MIAPL-Master Index of Allowance Parts List

Nomenclature Assigned to Naval Electronic Equipment

Publications Applicability List (PAL)

Security Classification and Cognizant Activity of Electronic Equipment

Test Equipment Index

## PERSONNEL RECORDS

Bibliography for Advancement Examination Study

CANTRAC-Catalog of Navy Training Courses

Command Inspection Guide for Ships

Enlisted Distribution and Verification Report (EDVR)

LINK

List of Training Manuals, Correspondence Courses, and Personnel Qualification Standards (PQS), Section II (NEC Manual)

PQS Managers Guide

Publications Applicability List (PAL)

Security Manual for Classified Information

Shipboard Electronics Material Officer

Standard Organization and Regulations of the U.S. Navy

TRALANT/TRAPAC TRE Check List

## RECORDS

Consolidated List of Recurring Reports

Disposal of Navy and Marine Corps Records

Electronics Test Equipment Calibration Indoctrination Program

EMO's Guide to Shipboard Electromagnetic Interference Control (SEMCIP)

MEASURE-Metrology Automated System for Uniform Recall and Reporting

METRL-Metrology Requirements List

Navy Enlisted Manpower and Personnel Classification and Occupational Standards (Section II NEC Manual)

NAVSHIPS Technical Manuals  
PQS Manager's Guide  
Preparation for Overseas Movement (POM) Guide  
SCLSIS  
Security Manual for Classified Information  
Shipboard Electronics Material Officer  
SPETERL  
Standard Organization and Regulations of the U.S. Navy  
Standard Subject Identification Codes  
3-M Inspections Policies, Procedures and Criteria  
3-M Notes/Memoranda

## REPORTS

Atlantic Fleet Mobile Technical Units (MOTUs)  
CASREP  
Combat Systems Readiness Review (CSRR)  
Combat Systems Ship Qualification Trials (CSSQT)  
Command Administrative Inspection Guide for Ships  
Command Inspection of Ships  
Commanding Officer's Narrative Report (CONAR)  
Consolidated List of Recurring Reports  
Consolidated Subject List  
COSAL Use and Maintenance Manual  
Disposal of Navy and Marine Corps Records  
Electromagnetic Radiation Hazards  
Electronics Examining Board  
Electronics Test Equipment Calibration Indoctrination Handbook  
Enlisted Distribution and Verification Report (EDVR))  
Guide for User Maintenance of NAVSEA Technical Manuals  
Installation Criteria for Shipboard Secure Information Processing  
Master Training Plan  
Miniature/Microminiature (2M) Electronic Repair and Certification Program  
NAVELEXSYSCOM Metrology and Calibration Program  
NAVSHIPS Technical Manuals  
Operations Reports  
Preparation for Overseas Movement (POM) Guide  
Preparation of Deficiency Forms

SCLISIS

Security Manual for Classified Information

Shipboard Electronics Material Officer

Shipboard Non-Tactical ADP Program (SNAP II) System Management

Ship Material Manual

Ship's 3-M Manual

Standard Organization and Regulations of the U.S. Navy

Standard Subject Identification Codes

UNITREP and CASREP Readiness Ratings

3-M Inspection Policies, Procedures and Criteria

## SAFETY

Cold Weather Handbook

Command Inspection Guide for Ships

Commanding Officer's Narrative Report (CONAR)

Consolidated Checklist of Miscellaneous Instructions

Hazardous Material Information System (HMIS)

Consolidated Subject List

DECKPLATE

DRIVER

EIB-Engineering Information Bulletins

EIMB-Electronics Installation and Maintenance Books

Electrical Shock, Its Cause and Prevention

Electromagnetic Radiation Hazards

EMO's Guide to Electromagnetic Interference Control (SEMCIP)

FATHOM

LIFELINE

List of Items Requiring Special Handling (LIRSH)

List of Training Manuals, Correspondence Courses and Personnel Qualification Standards (PQS)

NAVSHIPS Technical Manuals

Navy Occupational Safety and Health Manual

Navy Stock List of Publications and Forms

Safety Precautions Afloat

Shipboard Bonding, Grounding and Other Techniques for Electromagnetic Compatibility and Safety

Shipboard Electronics Material Officer



Shipboard Exercises (U) FXP-3  
Ship Material Manual  
Ship Safety Bulletin  
Standard Organization and Regulations of the U.S. Navy  
TRALANT/TRAPAC TRE Checklist

#### SCLSIS

EIC–Equipment Identification Code, Master Index  
SCLSIS Manual  
Ship's 3-M Manual  
SURFSUP  
Test Equipment Index

#### SECURITY

Command Administrative Inspection Guide for Ships  
TEMPEST Instructions, Promulgation of  
Consolidated List of Recurring Reports  
Disposal of Navy and Marine Corps Records  
Installation Criteria for Shipboard Secure Information Processing  
Security Manual for Classified Information  
Shipboard Electronics Material Officer  
Standard Organization and Regulations of the U.S. Navy

#### SUPPLY

Afloat Shopping Guide  
Afloat Supply Procedures  
CARGO-Consolidated Afloat Requisitioning Guide, Overseas  
COSAL-Consolidated Shipboard Allowance List  
COSAL Use and Maintenance Manual  
Federal Supply Codes for Manufacturers (FSCM)  
FSC Groups and Classes  
GSA Supply Catalog  
Hazardous Material Information System (HMIS)  
Introduction to Federal Supply Catalog and Related Publications  
LIRSH–List of Items Requiring Special Handling  
Management List Navy-ML-N  
MCRL–Master Cross Reference List]

MIAPL-Master Index of Allowance Parts List  
MILSTRIP/MILSTRAP Desk Guide  
MRIL-Master Repairable Items List  
Navy Stock List of Publications and Forms  
SPETERL-Ships Portable Electrical/Electronic Test Equipment Requirements List  
UNMMIPS-Uniform Material Movement Issue Priority System  
3-M Manual  
Integrated Logistics Overhaul

#### TECHNICAL LIBRARY

\*\*\*\*\* In addition to the required publications listed in TYCOM instructions, the following publications may prove beneficial.

Cold Weather Handbook  
Electromagnetic Radiation Hazards  
EMO's Guide to Shipboard Electromagnetic Interference Control (SEMCIP)  
Guide for User Maintenance of NAVSEA Technical Manuals  
Navy Stock List of Publications and Forms  
NAVELEX TAMS Newsletters  
NAVSHIPS Technical Manuals (Complete Set)  
Publication Applicability List (PAL)  
Security Manual for Classified Information  
Shipboard Antenna Systems  
Shipboard Electronics Material Officer  
Shipboard Non-Tactical ADP Program II (SNAP II) System Management  
Ship Information Book, Volume 4 "Electronics"  
Standard Organization and Regulations of the U.S. Navy  
Enhanced Ship Technical Publication System (E-STEPS) Policies and Distribution List  
TMINS-NAVSEA Standard Technical Manual Identification Numbering System

#### TEST EQUIPMENT

EIC Master Index  
EIMB-Electronics Installation and Maintenance Books  
Electronic Test Equipment Application Guide  
Electronic Test Equipment Calibration Indoctrination Program Handbook  
Federal Supply Codes for Manufacturers

## MEASURE

### METRL

NAVELEXSYSCOM Metrology and Calibration Program

NAVELEX TAMS Newsletters

Nomenclature Assigned to Naval Electronic Equipment

Portable Test Equipment Stowage Guide

Publications Applicability List

Shipboard Electronics Material Officer

### SPETERL

Standard General Purpose Electronic Test Equipment

Test Equipment Index

Test Equipment Management, Electronic

## TRAINING

Atlantic Fleet Mobile Technical Units (MOTUs)

Bibliography for Advancement Study

### CANTRAC

Cold Weather Handbook

Combat Systems Technical Operating Manual

Combat Systems Training Requirements Manual

### EIMB

List of Training Manuals, Correspondence Courses and Personnel Qualification Standards (PQS)

Master Training Plan

Miniature/Microminiature (2M) Electronic Repair and Certification Program

NAVSHIPS Technical Manuals

Navy Enlisted Manpower and Personnel Classification and Occupational Standards (Sections I and II)

PQS Program

Shipboard Electronics Material Officer

Ship Exercises (U) FXP-3

Ship Material Manual

Standard Organization and Regulations of the U.S. Navy

XXXX Class Combat System Doctrine



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